



## DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
NAVAL AIR STATION  
700 AVENGER AVENUE  
LEMOORE, CALIFORNIA 93248-5001

NASLEMINST 5215.1K CH-1

10

### NAS LEMOORE INSTRUCTION 5215.1K CHANGE TRANSMITTAL 1

From: Commanding Officer, Naval Air Station, Lemoore

Subj: DIRECTIVES ISSUANCE SYSTEM

Encl: (1) Revised page 3  
(2) Revised page 4

1. Purpose. To transmit new page 3 and 4 to the basic instruction.
2. Change. Remove pages 3 and 4 of basic instruction and replace with revised enclosure (1) and (2), furnished herewith.

A handwritten signature in blue ink, appearing to read "John V. Stivers", is positioned above the printed name.

JOHN V. STIVERS

Distribution: (NASLEMINST 5215.2W)  
Lists A and C

Administration Department. Directives requiring rewrite or response to Executive Officer or Commanding Officers' comments will be returned to the originator for rewrite/response and resubmitted via the Administration Department. Diskettes will be updated to reflect revisions made and a new double spaced chop copy submitted via the chop chain.

b. Administration Department. The Correspondence Branch (Code 10D) shall:

(1) Maintain a complete set of NAS Lemoore instructions/ notices on the NAS Lemoore Internet/Intranet Home Page and update as required.

(2) Through the Correspondence Branch, be responsible for processing all official directives.

(3) Review directive practices and policies.

(4) Maintain a master set of all effective NAS Lemoore instructions and notices.

(5) Publish at least annually a checklist of all current and cancelled directives (NASLEMNOTE 5215).

(6) Review proposed directives for designation and arrangement of content and refer to the drafter if not in conformance with prescribed standards.

(7) Assign subject classification number following reference (b), designator number and date, determine the necessity for cross-reference sheets and assign priority for reproducing directives.

(8) Ensure that the distribution list is appropriate according to content.

(9) Furnish assistance or advice to departmental personnel on local policies, procedures, and practices pertaining to directives.

(10) Review rough drafts of directives submitted for approval, submit through chain of command, and prepare smoothes for signature, duplication and distribution.

(11) Ensure annual reviews are performed by appropriate departments.

c. Annual Review. Departments and special assistants will review annually all NAS Lemoore instructions under their cognizance on the instruction's anniversary date.

A handwritten signature in black ink, appearing to read "John V. Stivers", with a stylized flourish at the end.

JOHN V. STIVERS

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NASLEMINST 5215.1K

10D

21 JAN 1998

### NAS LEMOORE INSTRUCTION 5215.1K

From: Commanding Officer, Naval Air Station, Lemoore

Subj: **DIRECTIVES ISSUANCE SYSTEM**

Ref: (a) SECNAVINST 5215.1C  
(b) SECNAVINST 5210.11D

1. Purpose. To publish policies, responsibilities and standards for NAS Lemoore Directive Issuance System.

2. Cancellation. NASLEMINST 5215.1J

3. Applicability. All NAS Lemoore directives shall be issued in the Directive Issuance System as instructions or notices. Excepted from the system is Top Secret material which will be handled per reference (a).

4. Objective

a. To standardize and simplify methods for issuing and maintaining directives.

b. To reduce the number of directives in effect by systematically consolidating instructions which cover the same subject and by canceling obsolete directives.

5. Background. NAS Lemoore directives are written communications which:

a. Prescribe or establish policy, organization, methods, or procedures.

b. Require action.

c. Contain information essential to the effective administration or operation of NAS Lemoore.

6. Action

21 JAN 1998

a. Department heads and special assistants

(1) Ensure that adequate instructions are issued to fully cover the programs, functions, policies, and procedures necessary for effective management.

(2) At least annually review all directives for which they are responsible, and if necessary, revise or cancel.

(3) At the time of preparing new or revised instructions, incorporate into one instruction all directives on related subjects.

(4) When the directive is particularly lengthy and technical in nature, prepare and attach a concise brief for the reviewing authorities. This brief should contain a minimum of information to indicate:

(a) Justification for the directive.

(b) Authority for preparation.

(c) A brief explanation of contents and references.

(5) Originating departments shall prepare rough drafts and send them to the Correspondence Branch (Code 10D) in the appropriate gray color coded folder.

(a) All directives will be typed in Microsoft Word and submitted on a 3 1/2 inch diskette, accompanied by a double spaced chop copy (internal department chop should be recorded on the rough). Label diskettes to identify originating department/special assistant to ensure diskettes are returned once the directive is signed.

(b) Include a copy of the previous edition of the directive on the left side of the gray color coded folder when submitting revisions up the chop chain. Highlight the changed portions on the old directive. If changes are extensive, include a short synopsis of those changes.

(6) Directives requiring minor changes (i.e., format, spelling, etc.) will be corrected and smoothed up by the

21 JAN 1998

Administration Department. Directives requiring rewrite or response to Executive Officer or Commanding Officers' comments will be returned to the originator for rewrite/response and resubmitted via the Administration Department. Diskettes will be updated to reflect revisions made and a new double spaced chop copy submitted via the chop chain.

b. Administration Department. The Correspondence Branch (Code 10D) shall:

(1) Maintain a complete set of NAS Lemoore instructions/notices on the Local Area Network (LAN) and update at least quarterly.

(2) Through the Correspondence Branch, be responsible for processing all official directives.

(3) Review directive practices and policies.

(4) Maintain a master set of all effective NAS Lemoore instructions and notices.

(5) Publish at least annually a checklist of all current and cancelled directives (NASLEMNOTE 5215).

(6) Review proposed directives for designation and arrangement of content and refer to the drafter if not in conformance with prescribed standards.

(7) Assign subject classification number following reference (b), designator number and date, determine the necessity for cross-reference sheets and assign priority for reproducing directives.

(8) Ensure that the distribution list is appropriate according to content.

(9) Furnish assistance or advice to departmental personnel on local policies, procedures, and practices pertaining to directives.

(10) Review rough drafts of directives submitted for

NASLEMINST 5215.1K

21 JAN 1998

approval, submit through chain of command, and prepare smooths for signature, duplication and distribution.

(11) Ensure annual reviews are performed by appropriate departments.

c. Annual Review. Departments and special assistants will review annually all NAS Lemoore instructions under their cognizance on the instruction's anniversary date.



L. D. CHILDRESS

Distribution: (NASLEMINST 5215.2V)  
Lists B and E